

International Registration Plan (IRP) Requirements

Idaho Transportation Department



To be completed by each new and renewing IRP registrant

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|--|-----------------|-------------------|-------------------------|------|
| Idaho Account Number | Fleet Number(s) | Registration Year | Renewal Effective Month | Date |
| Registrant or Legal Name: | | | | |
| Doing Business As (dba) | | | | |
| Select One <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Owner/Operator Leased To: | | | | |

To be eligible for vehicle registration under the International Registration Plan (IRP), the Registrant must agree to and continuously comply with the following:

1. Base Jurisdiction Requirements – Select “A” if the Registrant complies with Established Place of Business requirements, or “B” if complying with Residence requirements:

- ☐ **A. Established Place of Business** – The Registrant maintains a physical structure, located within Idaho, that is owned or leased by the Registrant. The physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Registrant on a permanent basis for the purpose of the general management of the Registrant’s trucking-related business. This location cannot be that of a licensing agent/truck reporting service.
- ☐ **B. Residence** – The Registrant does not meet the requirements of Established Place of Business, but qualifies to base in Idaho with a Residence by meeting three of the following requirements, subject to review by Commercial Vehicle Services. Check all that apply.
- ☐ Current business entity listing with the Idaho Secretary of State reflecting an Idaho address
 - ☐ Valid Idaho drivers license for the Registrant or principal business owner
 - ☐ Idaho state, federal, or property tax filings for the most recent tax year in the name of the Registrant or principal business owner, reflecting an Idaho address
 - ☐ Current utility bills in the Registrant or principal business owner name for services at the physical location
 - ☐ Personal vehicle currently titled and registered in Idaho, in the Registrant or principal business owner name
 - ☐ Current Heavy Vehicle Use Tax IRS Form 2290, preprinted with the Registrant name and address in Idaho

2. Distance Reporting Requirements for New Fleets – Estimated distance for Idaho and at least one additional IRP jurisdiction must be declared where no actual distance was accrued during any portion of the reporting period. Complete the IRP Schedule G Distance Requirements form (ITD 3544, showing the proposed routes of travel or use the default estimated figures listed on the form). A Fleet shall be considered never to have been apportioned if the Registrant has neither owned nor leased IRP vehicles during the 18 months prior to the date of this application, nor accrued actual distance by operating IRP vehicles in any IRP jurisdiction during the Reporting Period.

3. Distance Reporting Requirements for Renewals – Actual distance must be declared for the Reporting Period (previous July 1 through June 30). Each vehicle in the fleet must accrue actual distance in two or more IRP jurisdictions each registration period to remain eligible for apportioned registration. At least one vehicle in each fleet must accrue actual distance in Idaho. If the Fleet was initially established the previous April, May, or June, the Registrant may estimate distance without penalty for the first renewal, or use the actual distance accrued during the Reporting Period.

4. Recordkeeping – Records supporting actual distances must be retained for three (3) years after the close of the registration year. Operational Records of the Fleet shall be maintained at the business location or made available upon request.

5. Scope of Operation – Provide a description of the business operation (commodities hauled) and the reason for any estimated distance in the space provided on the Mileage Schedule B form.

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| Signature | Title | Reviewed By |
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